



OWNER MOVE OUT CHECKLIST

Thank you for choosing HPE Property Management to serve your real estate needs. We certainly do hope your moving on to new and exciting locations, challenges and experiences.

Please use this check list to ensure that we are able to get your property online and rented ASAP.

If you have any questions please ensure your contact us ASAP.

PAPERWORK TO HAVE READY FOR HPE!

- Property Management and Exclusive Rental Agreement.
This is the contract that allows us to manage your property
- Lead Based Paint Disclosure
Required to comply with Federal laws.
- HPE Property Management contact form
- HPE Property Management Electronic withdrawal/deposits form
- HPE Property Management Billing form
- Utility Change authorization form with one copy of each utility bill.

- HPE Maintenance Deposit form
- Specific Power of Attorney (if applicable at your cost)
- Condominium documentation (if applicable)
- Reston Association Property number (if applicable)

THINGS TO DO BEFORE OR AT MOVE OUT!

CHANGE OF ADDRESS REMINDERS

- Contact your insurance company
 - Verify the coverage changes that you will need when you move out and place is vacant. (Vandalism coverage)
 - Verify you only will need a “hazards and liability” coverage
 - Place HPE Property Management on your policy
 - Verify your insurance agent has all your new contact info.
- Post Office
- Mortgage company(ies)
- Homeowner/Condo associations
- Utility Companies
(Electric/Gas/Cable/Water/Trash/Alarm)

PERFORM A CONCISE/DETAILED CLEANUP

- Professional Carpet Cleaning
- Fill in all sheetrock picture holes with putty and paint over.

- Change Filters in your heater unit. (We recommend you purchase several and leave for your new tenants.)
- Replace all dead lightbulbs.
- Ensure your fireplace has been cleaned by a professional chimney sweep if used.
- Ensure you have removed all your personal possessions from closets, under stairs, attic, outside storage, etc.

PREVENTIVE AND SAFETY ITEMS (More than one ounce of prevention!)

- Change batteries in Smoke Detectors
- Change batteries in Carbon Monoxide detectors (If applicable)
We recommend you invest in one if you have Natural Gas or Oil heat)
- Change locks on entry doors.
- Ensure all windows open and lock freely. Ensure all screens are in appropriate windows.
- Verify your Garage door will lock from the inside.
- Sliding Glass doors - Install a "charley bar" and/or various track-blockers that can be screwed down.
- Install if possible “rim locks or cylinder latches” for your tenants on all your entry doors. (Front, Back and Garage)
- If you have an alarm system offer the tenant a “code”.

- Contact your current neighbors and ensure they have your contact info as well as our contact info.
- Mark or tag all Circuit breakers clearly
- Tag all main and hose water shutoffs.
- Tag the Natural Gas shutoff valve (If applicable)

ITEMS WE WILL NEED FROM YOU.

- At least 3 copies of all house keys
- Mailbox key and number
- Parking passes (if applicable)
- Association Binder
- Garage door openers
- Maintenance and Escrow funds